

## **GENERAL INFORMATION & PLANNING PRINCIPLES**

### ***Why are we changing things now?***

We may not have full population growth (students, faculty and staff) immediately, but these numbers will grow gradually and at varied rates over time, requiring us to be proactive and start making adjustments now.

Construction has already started around campus, and we have been losing at least one major parking facility per year. Beginning in 2019, you will see even more changes on campus. A parking deficit on Asa Packer Campus will occur, even if we do not increase our student enrollment or expand our academic programs.

Finally, the City of Bethlehem has Zoning Ordinances that place requirements on Lehigh University for parking. We have a civic responsibility to comply with these ordinances and need to prove that our parking regulations are in compliance with the City ordinances to receive approval to begin construction on Path to Prominence Projects. The City has approved a campus-wide parking study for Lehigh University that proves we comply with the parking requirements of the City. This approval is contingent on our new Parking Regulations being implemented in 2019.

### ***What exactly is changing on campus?***

Over the next 8 years Path to Prominence (PTP) Initiatives throughout campus will result in changes to existing parking inventory on the Asa Packer Campus. The following projects will impact parking lots:

- Whitaker Parking Lot → Health Science Technology Building
- Parking Inventory in the Campus Core → Car-Free Zone
- Webster & Packer Parking Lot → Executive Business School
- Trembley and Kappa Delta Parking Lots → Bridge West Housing
- Expansion of Programming on Mountaintop Campus
- Expansion of Academic Programming on Asa Packer Campus
- Increase in Student Population

## Parking and Transportation Regulations: Frequently Asked Questions (and Answers)



### ***How were the proposed project sites for new development selected?***

The University carried out a series of studies from 2012 - 2016 to conceptualize the Path to Prominence from mission, vision, programs to capital projects. This series of plans identified multiple open lots as parking locations. Factors identifying these sites as ideal for new projects included:

- Site availability does not require demolition of existing structures in an environment with limited potential locations
- Proximity to existing campus programs makes the locations functional from an academic and social perspective.
- Improved connections to the city of Bethlehem.

## **PARKING SYSTEM**

### ***Why implement Location-Based Permit Fees?***

There are a number of reasons the University has opted to implement location-based parking permit fees, including:

- Providing guaranteed parking in assigned lots.
- Parking lots with convenient service, short travel times to destinations, and acceptable waiting times are likely to attract more vehicles. Because the spatial resources of LU are limited, and the construction cost of new parking is expensive, the parking demands flow to the popular parking facilities needs to be diverted to underutilized zones.
- Reduces the number of spaces needed to meet demand, reducing parking construction costs, and allowing more compact development.
- Limits use of personal vehicles during academic day, reducing traffic on campus and furthering the goals of a pedestrian-focused campus, while advancing our sustainability goals.

### ***What happens if there are not parking spaces available in my assigned parking zone?***

All Campus Parking Zones are being designed with a 'buffer' to guarantee parking in your zone. Parking Services will not oversell lots. Impacts from events, projects, construction, and visitors to campus will be accounted for on a daily basis to ensure supply.

Not all faculty and staff (or wage) employees are on campus during all peak hours (8 AM to 4 PM). We have calculated the size of the lots based on user occupancy rates to maximize efficiency of the parking supply.

In short, you will be guaranteed a parking space in your assigned Campus Parking Zone including the Commuter Lots. This will also improve your parking situation, as you no longer will arrive on campus and be unable to find a parking space.

## Parking and Transportation Regulations: Frequently Asked Questions (and Answers)



### ***What if I don't get my preferred parking zone / location?***

First, you can request to be placed on a waitlist for your preferred zone. During that time, you may consider parking at the other locations available – SouthSide, Mountaintop Campus, Goodman Commuter Lot or Northside Commuter Lot. Or, you may consider carpooling, public transit, vanpool, or other forms of transportation.

You also have the option to purchase a Parking Permit directly from the Bethlehem Parking Authority, with two options:

- New Street Garage - \$65 per month - \$780 per year
- Mechanic Street - \$40-\$50 per month - \$480 to \$600 per year

### ***I have a disability or chronic illness. What are my parking options; How do I get around campus?***

Medical spaces are being phased out effective July 1, 2019. Additional ADA Parking Spaces (with Van Access) have been installed within all university parking facilities to meet the needs of the University. Lehigh University permit holders may only park in ADA Parking Spaces if they are displaying a state issued American's with Disabilities (ADA) Plate or hangtag or a Lehigh issued ADA hangtag. To apply for an official Lehigh-issued ADA hang tag, please contact the Parking Services office. Please note: There will be a significant increase in the number of ADA spaces – 119 to 200.

Lehigh University permit holders (or anyone with a valid Lehigh University ID) with a state issued American's with Disabilities (ADA) Plate or hangtag or a Lehigh issued hangtag may also utilize AccessLU (Accessibility Shuttle). AccessLU is being piloted as an on-demand system on a first-come first-served basis. AccessLU will provide pick-up/drop-off at university parking facilities and buildings as requested. Please call ahead to schedule service if possible. Stay tuned for more information on AccessLU and to sign up.

### ***Our department has a specific need that requires on-demand movement around campus via personal vehicle.***

A Department may provide a written request for a shared-permit allowing full-access to Lehigh University loading zones and parking facilities. If access to Car-Free Zones is required, a Car-Free Zone permit must be acquired at the additional cost. The department must demonstrate need and justify the number of permits requested. This request must be approved by the Provost and VP of Finance & Administration. All users of the shared permit must be a valid Lehigh University parking permit holder.

## **Parking and Transportation Regulations: Frequently Asked Questions (and Answers)**



### ***Our department hosts a number of events. How will we accommodate those parking needs?***

For events expecting fewer than 10 visitors, you may purchase Daily Visitor Passes. Requests can be made online through the Parking Services website. These are available on a first-come first-served basis and will only be valid in the assigned parking zone on the assigned day. Scratch off visitor passes are being discontinued. Parking Services will perform regular occupancy reviews of each Campus Parking Zone to ensure that for the various events scheduled on campus there is adequate parking capacity.

#### *Event Scheduling Committee*

Special events and campus projects will be coordinated through a committee comprised of each university department to plan for transportation and parking needs. Meetings will be held monthly, and committee members will be bound by the "Special Event and Projects Resulting in Loss of Parking" regulation.

#### *Event Parking Shuttles*

Shuttles to/from additional Lehigh University parking garages shall be provided when special events exceed anticipated attendance of 1,050 people in Zoellner Arts Center and Grace Hall (combined attendance).

### ***I have children in daycare and need to pick them up at a certain time. What are my options?***

There isn't a straight answer for everyone. We have built a system to allow for flexibility and choice for all. You have a number of options to choose from. You may feel it is necessary to park near your office, so you can cut down on travel time to Saucon Village. The \$500 permit in the Alumni Campus Parking Zone may make sense for you and your family. Or perhaps you can work the trip into your day. After all – Goodman Campus is on the way to Saucon Village. For \$0, you can take the bus for the equivalent amount of travel time and still pick up your child on time.

The approximate wait time at all bus stops will be 10 minutes. Parking facilities within the interior of campus are being eliminated for the Car-Free Zone. Consider the distance you will need to walk to your car from your office and then consider the distance from your office to the nearest bus stop. Which one takes less time?

For those days that get away from you, or are met with unexpected delays, all Commuter lot permit holders will be issued 2 free codes to request a Lyft vehicle via the app to deliver you to your parking area. Each code is worth \$5 which will be applied to the total cost of the Lyft ride. If you need more help understanding what parking decision might be best for you, make an appointment with Parking Services – we are here to help.

## **Parking and Transportation Regulations: Frequently Asked Questions (and Answers)**



### ***What happens if I have an emergency and need to reach my vehicle quickly?***

We have worked diligently to identify and coordinate options for faculty and staff if an emergency situation comes up.

All Commuter Lot permit holders will be issued 2 free codes to request a Lyft vehicle via the app to deliver you to your vehicle. Each code is worth \$5 and can be applied to the total cost of the Lyft ride.

If you have an off-campus appointment, such as needing to pick up a child early, you can use one of your two (2) Daily Visitor Passes that come with your permit for use throughout the year.

If the emergency is related to snow or weather, please refer to the question on Snow Emergencies.

### ***Why can't we remove additional student parking from campus (sophomores)?***

Lehigh University already prohibits first-year (freshman) students from bringing vehicles to campus.

In general, we have a surplus of student parking on campus with decreasing permit sales. The student population has embraced the idea of a car-free campus, and is becoming increasingly comfortable with utilizing alternative transportation options such as car share, Zimride, Bike Share, and Lyft/Uber type transportation reducing their need to bring a car on campus.

Residential students (sophomore, junior, senior, and graduate students) are offered the same location-based parking permits for use adjacent to their residential facilities on a first-come first-serve basis, with the same maximum capacity rules. Lower-cost Commuter Lot permit options are available for all students to provide an incentive for them to park at Goodman.

Beginning May 21, 2019, Farrington Square garage floors 4 and 5 will be converted from student residential to Faculty/Staff Reserved parking. The remaining 'residential' student areas are largely located in locations that would be undesirable to Faculty/Staff. The new permit regulations assign vendors such as ABM and Sodexo to the residential areas, to maximize the capacity in these areas.

## Parking and Transportation Regulations: Frequently Asked Questions (and Answers)



***I did not receive this email notice, and I'm concerned that I might not be notified of when to sign up for my parking area.***

All Lehigh faculty and staff will be required to transition their email platform to the Lehigh Google Mail System prior to registering for a parking permit. This transition will also ensure that you receive all related information regarding these changes. The deadline for transitioning to the Google email platform is **March 31, 2019**, but we encourage you to do so as soon as possible.

Following an extensive internal and external analysis, Library and Technology Services determined that Lehigh Google Mail (Gmail) offers more enhanced features and greater storage capacity than Lehigh's previous legacy email system. The use of Lehigh Gmail is fully supported by Library & Technology Services. The [Lehigh Email Migrator \(LEM\)](#) is a tool which you can use to transition your email from *mail.lehigh.edu* (hosted in the Computing Center, on campus) to *Lehigh Gmail* (hosted in the internet cloud). In either case, your email address remains the same: @lehigh.edu. The Helpdesk has created a [short video](#) about Lehigh Gmail and what to expect.

***How will Lehigh handle the parking needs of new staff who are hired after the April 1 parking sign-up deadline?***

When the new faculty/staff member starts employment, there may be space available in the zone because of retirement, resignations or reassignments of employees to different zones.

In the event there is not space available, the new faculty/staff member may request to be placed on a waiting list and may temporarily park in another zone where space is available: Mountaintop, Goodman or Northside commuter lots, or the Southside parking garage, until a space becomes available in the desired zone.

***Can I purchase a daily visitor pass for days that I have a need to be in closer proximity to my vehicle?***

Yes. Daily Visitor Passes may be purchased by any LU permit holder outside of their 'assigned' permit zone on special need days (Parking Services will assign a zone based upon daily availability of parking). Effective July 1, 2018, the cost will be \$8.00 per space per day.

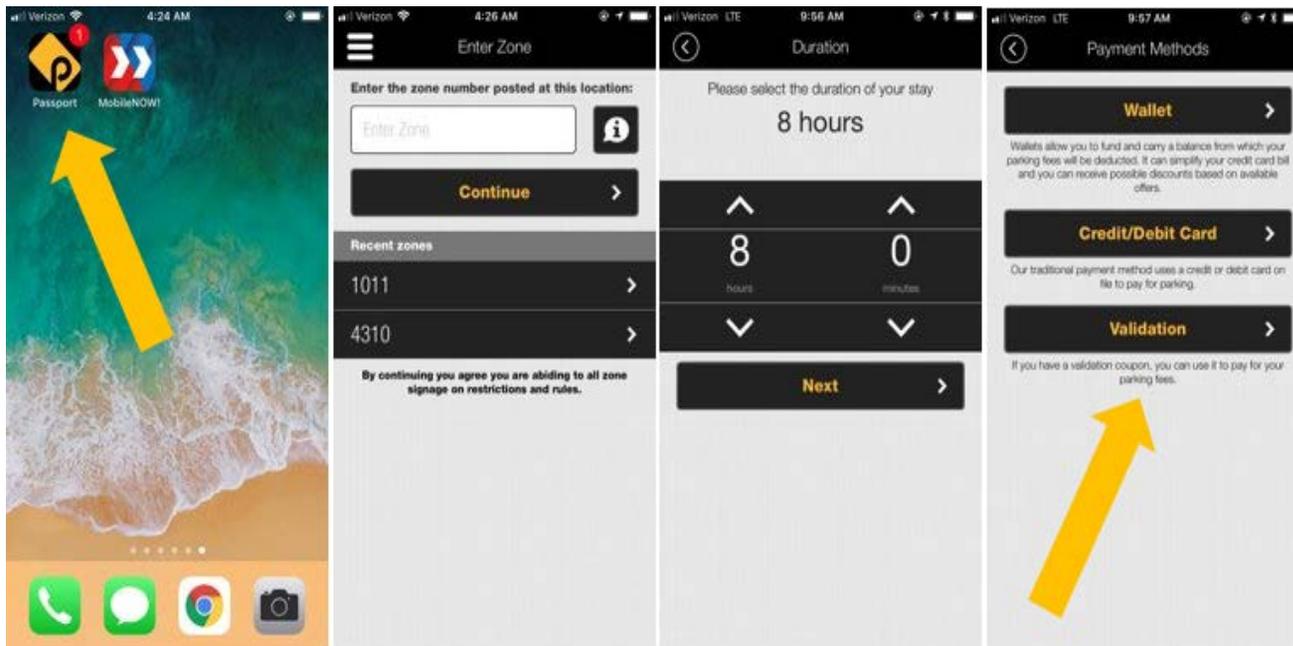
Two (2) daily visitor passes are included with all faculty and staff permits, including the Goodman Commuter Lot permit zone valid from 6 AM to 11 PM on any two (2) days of your choosing, to be used throughout the academic year.

## Parking and Transportation Regulations: Frequently Asked Questions (and Answers)

### *How do I obtain my complimentary daily visitor passes?*

Parking Services will have an easy to use online request form for you to request a validation code. Simply fill out the form and Parking Services will provide you with a validation code for use in the Passport Parking App. Please note, based upon availability and date of request, we may not always have capacity available for visitors in all zones. Parking Services will try to accommodate you in the closest available location to your requested parking location. We plan on deploying this Daily Visitor Pass system this Spring 2019 to pilot the system. More information on this program will follow.

You will need to download the Passport Parking App and enter your validation code to obtain these passes.



*\*For use at Bethlehem Parking Authority parking meters, download the MobileNow app.*

## Parking and Transportation Regulations: Frequently Asked Questions (and Answers)



### ***How will visitor parking be managed moving forward?***

Prospective Students and their families visiting the Admissions office will be permitted to park for free in the Alumni Garage. They have two options available:

- Pre-Registered Visitors will be required to place a printed copy of their registration confirmation page issued by Admissions.
- Walk-in's will be provided a registration confirmation placard at the Admissions Welcome Desk upon registering.

### Iacocca Hall Visitor Parking Lot

- Anyone with a vehicle registered to a Lehigh University Permit will not be eligible to park in the Iacocca Hall Visitor lot when the lot is reserved for events during the peak academic day 6:00 AM to 4:00 PM
- Parking Attendants will be located at the Visitor Parking Lot on Conference Services event days.
- Pay-by-space

Goodman Campus, except for reserved faculty/staff parking areas, will remain open to the public for visitor parking. Parking Meters and Pay-By-Space areas will remain throughout campus. All other visitors to campus who wish to park in Campus Permit Zones must purchase a Daily Visitor Pass.

Parking Meters and Pay-By-Space areas will remain throughout campus. All other visitors to campus who wish to park in Campus Permit Zones must purchase a Daily Visitor Pass. A department hosting visitors (up to 10) may request the Daily Visitor Passes through Parking Services online request form. Or a visitor may request a Daily Visitor Pass directly, at their own expense.

### ***I am interested in carpooling. What do I need to do to participate in a carpool? Does Lehigh have an organized carpool-matching website or service?***

Anyone within the Lehigh University community may choose to car pool to campus. One permit will be issued per carpool at the same rate as an individual Faculty and Staff Permit within one assigned campus parking zone, in accordance with the parking permit regulations of Faculty and Staff. A Car Pool Permit may include up to 4 individuals. The Car Pool permit will be issued and billed to one primary user, with the cost of the permit to be split by all car pool participants. If you elect to purchase a Car Pool permit, please contact Parking Services to complete the Car Pool application. The application must be signed and agreed to by all parties involved in the Car Pool.

## Parking and Transportation Regulations: Frequently Asked Questions (and Answers)



All car pool participants will receive:

- Two (2) free Daily Visitor Passes, issued as a credit with the purchase of an annual permit
- Two (2) codes for On-Demand Transportation program
- Free membership for the Car Share program
- One (1) remote parking permit valid in the Goodman and/or Northside commuter lots

Multiple permits may not be acquired by car pool participants to be eligible for this program. Lehigh offers faculty and staff the Zimride carpool program. Zimride allows users to offer or request rides for commutes, road trips, and events. The program allows those with a car to match with carpool partners to assist with splitting of costs. It also offers those without a car the opportunity to find a ride.

Visit <https://zimride.com/lehigh> for additional information, register, and find Lehigh carpool opportunities.

### ***What are the regulations for metered and pay-by-space parking zones?***

The parking spaces along Brodhead Avenue, Packer Avenue, Webster Street, and Morton Street are under the jurisdiction of Bethlehem Parking Authority. Lehigh University Parking Services has no jurisdiction over these on-street meters. BPA meters can be reserved in advance for events at the rate of \$15 per day from the Bethlehem Parking Authority.

**Parking and Transportation Regulations:  
Frequently Asked Questions (and Answers)**



Lehigh University metered and pay-by-space parking zones are located and charged as follows:

Location	Price	Features
<i>Zoellner Garage, Level 1</i>	\$1.00 / hour	Pay-by-Space: Pay upon arrival at kiosk or on the Passport Mobile App. Overnight parking is NOT allowed.  6:00 A.M. - 11:00 P.M. Every day. Overnight parking is NOT permitted.  SMART Parking Cards are not accepted at kiosks.
<i>Alumni Building Parking Pavilion</i>	\$1.00 / hour (first 10 minutes free)	Brown and Blue (ADA) meters. Pay upon arrival via coin, SMART Parking Cards or Passport Mobile App. Overnight parking is NOT permitted.  6:00 A.M. - 12:00 A.M. Everyday. Overnight parking is NOT permitted.
<i>Mountaintop Campus – Iacocca Hall</i>	\$1.00 / hour (first 10 minutes free)	Brown and Blue (ADA) meters. Pay upon arrival via coin, SMART Parking Cards or Passport Mobile App. Overnight parking is NOT permitted.  6:00 A.M. - 12:00 A.M. Everyday. Overnight parking is NOT permitted.
<i>Mountaintop Campus – Iacocca Visitor Lot</i>	\$1.00 / hour	Pay-by-Space: Pay upon arrival on the Passport Mobile App. Overnight parking is NOT permitted.  6:00 A.M. - 12:00 A.M. Everyday. Overnight parking is NOT permitted.

**TRANSIT SYSTEM**

***Why can't we add more buses and/or transportation routes?***

Lehigh's compact campus results in the need for bus routes to share similar paths/roadways. If one route operates as an express and another does not, along the same route, we need to consider the impact of one bus route on another.

Fewer routes are desirable, if feasible, for less confusion to riders. The proposed system weighs cost, ridership, and ease of access and use, consistency, and vehicle platooning to find the optimal transit system.

***What is the typical travel time for the Campus Connector?***

***Transit System Route Changes: Schedule – January 1, 2019***

<b>Route</b>	<b># of Buses at Peak Hours</b>	<b>Monday through Friday Hours of Operation</b>	<b>Weekend Hours of Operation</b>
<b>Packer Express</b>	1	7 AM to 8 PM	-
<b>Campus Connector</b>	5	5 Buses: 7 AM to 8 PM 2 Buses: 8 PM to 2:30 AM	2 Buses: 10 AM to 2:00 AM
<b>AccessLU (Accessibility Bus)</b>	1	7 AM to 10 PM	10 AM to 10 PM

***Transit System Schedule – July 1, 2019***

<b>Route</b>	<b># of Buses at Peak Hours</b>	<b>Monday through Friday Hours of Operation</b>	<b>Weekend Hours of Operation</b>
<b>Packer Express</b>	1	7 AM to 8 PM	-
<b>Campus Connector</b>	5	5 Buses: 7 AM to 8 PM 2 Buses: 8 PM to 2:30 AM	2 Buses: 10 AM to 2:00 AM
<b>AccessLU (Accessibility Bus)</b>	1	7 AM to 10 PM	10 AM to 10 PM
<b>City Express (Northside Commuter Lot Shuttle)</b>	1	7 AM to 10 AM 3 PM to 6 PM	-

***Typical Travel Time for Campus Connector***

- Whitaker Lab to Iacocca Hall
  - Approximately 10 minutes
- Goodman to Taylor College
  - Approximately 14 minutes
- Iacocca Hall to Alumni Memorial Building
  - Approximately 8 minutes
- Longest trip on route: SouthSide to Saucon Village
  - Approximately 27 minutes (23 minutes reverse)

## **Parking and Transportation Regulations: Frequently Asked Questions (and Answers)**



### ***What happens when the transit system isn't operational during snow emergencies?***

#### **During a Snow Emergency:**

1. *Essential Staff (as defined by Human Resources) regardless of permit assigned location will be permitted to park on Asa Packer campus.*
2. *Non-essential staff already on campus:*

On days of inclement weather causing interruption to normal Lehigh University Transit Service, accommodations will be made for those parking remotely to get them safely to their vehicles.

The procedure for ensuring access to the Commuter Lots will be as follows:

- The Lehigh University Transit System will continue operation as normal for as long as roadway conditions allow.
- The Parking Services Department will issue Snow Alerts allowing alternate parking locations within walking distance to Asa Packer Campus and Mountaintop Campus in the event operations to the Lehigh University Transit System is anticipated to be impacted by an upcoming storm.
- In the event a Snow Alert was not issued, and the Lehigh University Transit System is not operating, Transportation Services will provide transportation to the commuter lots for as long as weather and road conditions allow. Please call (610) 758-4410 to secure a safe ride from the Transportation Department. Please note that the Transportation Department will have schedule limitations based upon demand and storm severity and there may be a wait time for safe rides.

#### **Snow Alerts:**

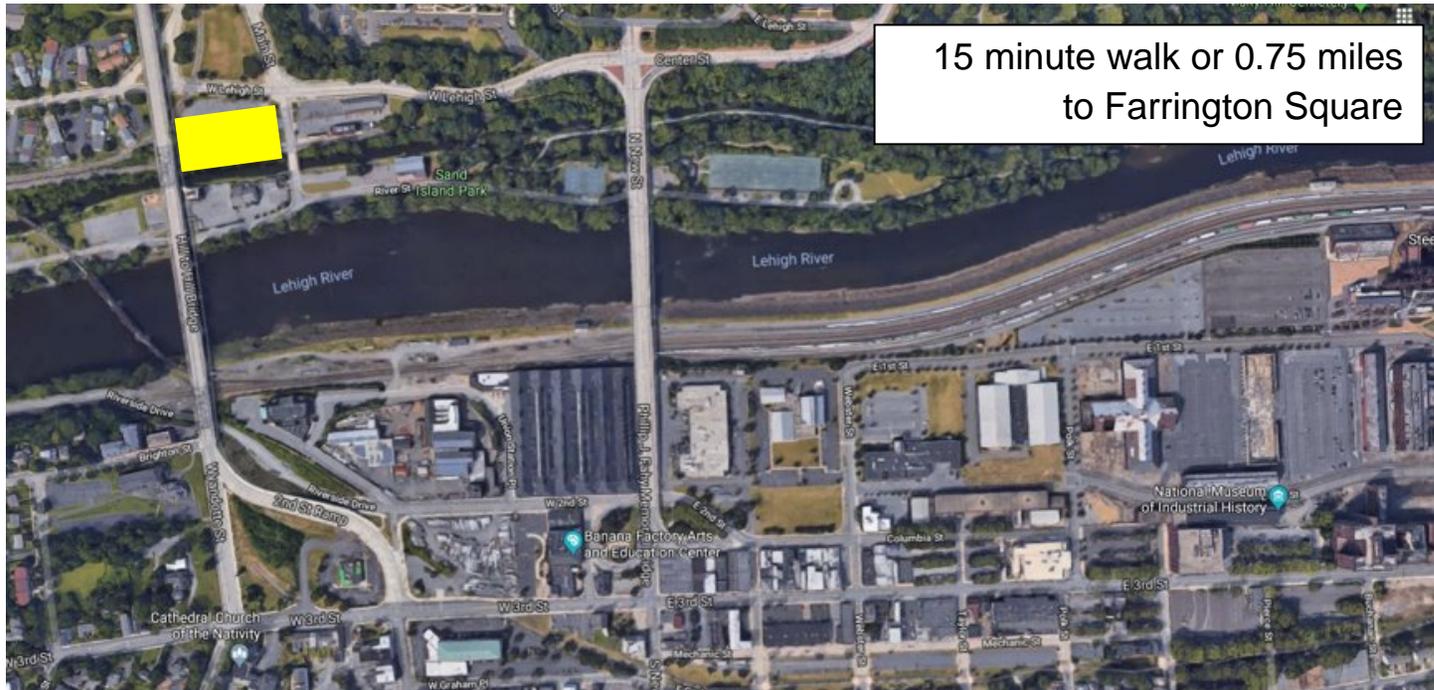
Snow Alerts will be issued by the Parking Services Department when weather indicates that a Snow Emergency may occur. Snow Alerts will be issued the night before an anticipated Snow Emergency or by 6 A.M. the morning before an anticipated Snow Emergency. A Snow Alert does not indicate that Lehigh University facilities are closed, or classes cancelled. A Snow Alert will provide information to Commuter Lot users of available Asa Packer Campus or Mountaintop Campus parking locations. These alerts may allow Commuter Lot users an exception to the parking assignment regulation. Commuter Lot users without a valid Lehigh University Parking Permit will not be eligible for parking assignment exceptions. Asa Packer or Mountaintop Campus parking facilities may not always have available parking capacity to accommodate Commuter Lot users during a Snow Alert, as determined by the Parking Services Department. In these cases, the Snow Alert may notify Commuter Lot users that they will be eligible for parking fee reimbursement at the New Street Garage (324 S. New Street, Bethlehem). To receive reimbursement, Lehigh University Permit Holders must present the time and date stamped receipt from the New Street Garage to the Parking Services Department in person at 622

**Parking and Transportation Regulations:  
Frequently Asked Questions (and Answers)**

Brodhead Avenue by May 31 of the academic fiscal year. Parking will not be reimbursed unless the Snow Alert issued by Parking Services specifically directs Commuter Lot users of this exception. Vehicles will not receive reimbursement for parking 12:00 midnight to 7:30 A.M at the New Street Garage.

***Where is the Northside lot and will there be a shuttle to/from it and Lehigh? If so, what is the schedule?***

Depicted below is the location of the Northside lot, as well as the shuttle schedule offering service to and from the lot.



**Parking and Transportation Regulations:  
Frequently Asked Questions (and Answers)**



Route	Number of Buses at Peak Hours	Weekday Hours of Operation	Weekend Hours of Operation
City Express (Northside Commuter Lot Shuttle)	1	7 AM to 10 AM 3 PM to 6 PM	N/A

\*Northside Commuter parking permit holders may park in the Goodman Commuter lot and vice versa to suit your schedule.

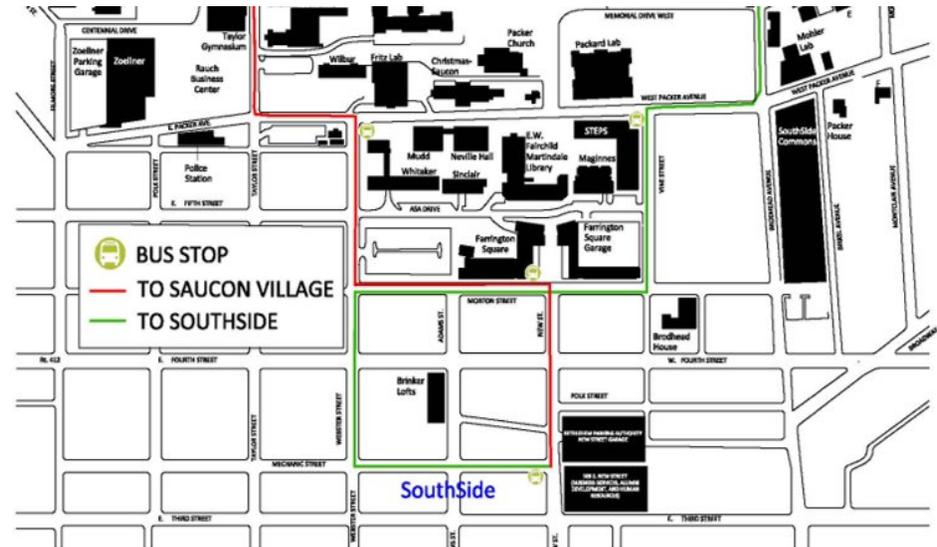
***What is the bus schedule to/from the New Street garage?***

The New Street garage is located along the new Campus Connector shuttle route. Details regarding the new Campus Connector are depicted below.

Route	Number of Buses at Peak Hours	Weekday Hours of Operation	Weekend Hours of Operation
Campus Connector	5	7 AM to 10 PM	2 Buses: 10 AM to 2 AM

Campus Connector Bus Stops	
Southbound Stops	Northbound Stops
Mechanic Street*	Goodman Campus*
Farrington Square*	Building C
Whitaker Lab (Packer East)*	Iacocca C Wing
Williams Hall	Iacocca Hall
Drown Hall	Imbt Labs/ATLSS
Taylor College*	Alpha Tau Omega
Sigma Phi Epsilon	Gamma Phi Beta
House 93	Phi Beta Phi
Alpha Phi	Taylor College*
Imbt Labs/ATLSS	Alumni Hall
Iacocca Hall	STEPS (Packer West)*
Iacocca C Wing	Farrington Square*
Building C	
Saucon Village	

\*Bus Stop = New or Modified Bus Stop Location



**Parking and Transportation Regulations:  
Frequently Asked Questions (and Answers)**



***Will the bus service be less in the summer months?***

No. The bus service will operate on the same schedule during the summer months.

***Can we add a stop at or close to Flat Iron Building (301 Broadway)?***

Adding a stop at the Flat Iron Building will negatively impact the bus service schedule and increase headway. There will be a bus stop at Vine and Packer Avenues and at Farrington Square which are both within walking distance of 301 Broadway.

For further information on Connections, please visit the following:

[Parking and Transportation Update](#)

[Connections Web Site](#)

[Connections Framework 2018](#)